

Maintenance Committee Agenda

February 10, 2020

4:00 pm – 6:00 pm

South Coast ESD Board room

Maintenance Long Range Plan Goals:

- a. Given the Maintenance Committee and the ESD Maintenance Plan, the committee will meet at least three times a year with at least 50% of participants present to review the priorities, develop plans for implementation, and adjust when necessary.

Maintenance CIP Goals:

- a. Given the deferred maintenance of the Gold Beach office, the ESD will evaluate the needs of the building and complete maintenance by June 30, 2020.
- b. Given the need to proactively maintain both buildings, the ESD will develop and utilize a need to budgeting process presenting to the board how much should be saved in deferred maintenance yearly as well as how the deferred maintenance will be provided each summer by February 2020.

AGENDA (please remind attendees to check if the downstairs alarm is set before exiting)

1. ACTION ITEM REVIEW

Coos Bay office

ACTION - The warehouse electrical panels need to be researched and labeled. **LABELS WILL BE CREATED AS THEY COME UP.**

ACTION – Budget for all levels for CB for January meeting. **TO BE ADDRESSED BY SUB COMMITTEE.**

ACTION – Mike and Tenneal to review staffing and calendar of tasks. – reviewed staffing delayed calendar of tasks **MIKE TO WORK ON CALENDAR OF TASKS STARTING IN JANUARY 2020 AND CONTINUE THROUGHOUT THE 2020-2021 YEAR.**

ACTION – UPDATE TYPE OF FIRE EXTINGUISHER FOR TECHNOLOGY DEPT TO HAYLON ON MAP. **KATHY TO WORK WITH MIKE BY 12/30**

ACTION – GAPS/INCOME/DEFERRED MAINT/STAFFING WILL BE DISCUSSED, TO BE ALIGNED WITH BUDGET CONVERSATION THEN RECOMMEND **TO THE BOARD BY MAY 2020**

Gold Beach office

ACTION - Electrical map of the Gold Beach office. **IN PROCESS.**

ACTION – investigate the cost of the GB garbage. GB uses a small dumpster but should possibly move to a large can and use dumpsters for projects. **BY NEXT MAINTENANCE MEETING**

GARBAGE BY WEIGHT OR SIZE OF CONTAINER – **BRANDIE TO CALL CTR BY NEXT MEETING.**

ACTION – Budget for all levels for GB for January meeting. **IN PROCESS**

ACTION – TENNEAL AND MIKE WILL CREATE A MATRIX FOR THE GB OFFICE

ACTION – TENNEAL TO CREATE A DOCUMENT/ADD INFORMATION FOR GB.

2. Subcommittees:

- Budget
- Deferred Maintenance

3. Gold Beach office

- GB Maintenance brain – staffing matrix
- Review GB progress
- Deferred maintenance

- Title IX compliance update – to be completed on 11/25.

4. **Maintenance budgeting**

- Deferred maintenance plan – list to the brain as items arise.

5. **General Building/Safety discussion**

- Inventory of fire extinguishers and expiration dates

6. **Future**

- Wheelchair accessibility for central office lower level. A subcommittee is working on costs/planning.
- Floor coverings
- Budget for recovering the wall and maintenance for summer 2020 (Golden Airwall)
- Work truck with lift gate
- Flooring for GB office
- Build a storage unit on the main campus.
- Find a location for observation of camera images (Admin office?)
- Add Maintenance services to priority survey.

7. **Subcommittee assignments**

- Deferred Maintenance – report to the Board
- GB brain

19/20 committee meetings scheduled in the SCESD board room from 4:00-6:00 pm on the following dates:

April 20

June 22 – if needed

COMMITTEES GET TOGETHERS – MARCH 16, MAY 18 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM

19/20 Committee members:

Board – Jackie Crook, Bruce Levy

Administrators – Chairs Brandie Monroe and Tenneal Wetherell, Kathy Metzger

Staff members: Mike Baumer, Sharon Rebschke

Licensed staff: Megan Steele

Full-time staff: Open

Part-time staff: Open